

SOUTHERN CONNECTICUT STATE UNIVERSITY
Job Opportunity

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Health Services

Job Title: Clerk Typist

Hours: 8:00 a.m. – 4:30 p.m.- Monday – Friday

Salary: \$34,565.00

Closing Date: October 28, 2013

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Eligibility Requirements: Six (6) months as a typist or its equivalent

Minimum Qualifications Required

Knowledge, Skill, and Ability:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing at a net speed of 40 wpm; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include computer terminals or other automated equipment.

General Experience: Six (6) months as a Typist or its equivalent. Graduation from high school with coursework in typing may be substituted for General Experience.

Examples of Duties: Answer telephone calls and greets visitors, answer general and basic questions; receives and sorts incoming mail; files documents according to established procedures; prepares routine correspondence; Filing: Maintain logs; sets up and maintains records and files according to established procedures; prepares correspondence; Compiles information from standard sources and prepares reports; use automated office equipment, performs other related duties as required.

Application Instructions: Qualified candidates must submit a cover letter describing your suitability for the position, and the required CT-HR-12 State Employees Application, available online at das.ct.gov/HR/Forms/CT-HR-12 to:

Ms. Jacqueline D. Patton
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06515
Information may be faxed to:
(203) 392-5571

SCSU is an Affirmative Action/Equal Opportunity Employer
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.

